

# HAMILTON DEVELOPMENT CORPORATION

## Minutes

September 3, 2014

**Welcome** – At 7:30 AM, President Brian Stein opened the meeting of the Hamilton Development Corporation. Board members Anthony Nickas, Bill Gisness, David Carey, and Rick Mitchell were present. David Geikie, Wenham Planning Board, and Kristine Cheetham Hamilton Planning Coordinator were also present.

Also in attendance were residents, Barbara Lawrence, Andrew Mente, and Selectmen Jeff Hubbard and DPW Director Bill Redford.

## Agenda Items

**Downtown Planning** – B. Stein shared an outline of a series of seven planning workshops. K. Cheetham questioned if a few might be consolidated and also if the Board was flexible on the days/timing. She noted that different times of day may enable different stakeholders to participate. She also asked if the Board was going to facilitate the meetings or if they would like for staff or a consultant. The reasoning was that the style of communication is quite different. If the Board members are leading and directing the presentation, they may not be viewed alongside the residents. D. Carey felt that the HDC did want to take a lead role as they are knowledgeable of the goals for the downtown. A. Mente stressed that the process must come across as open and organic in order for the neighbors to accept the HDC as experts. B. Lawrence concurred that education is a two way street with both parties presenting opinions and both parties willing to learn. She also asked if it would be agenda driven or agenda-less? B. Stein responded that the HDC should produce visuals of the downtown and has a best guess as to what people want to see in the downtown. R. Mitchell would like to have a local feel to the workshops and steer away from consultants at this point for public acceptance and costs.

The goals of the workshops are to assess building design standards, an economic build-out and a direction for the wastewater treatment system.

**Timing and Schedules** – The Board revisited the timing and schedules of meetings. They agreed that some Saturdays and some Thursday evenings would work. The Merchants Association meets on Thursdays so hopefully at least one session can accommodate their plans. B. Gisness stressed that the project really needs community input and feedback.

**Operating Guidelines** – D. Carey and A. Nickas met with Debora Nippes-Mena to discuss operating guidelines for the HDC and town. He is hopeful that the Board will have something to review by the close of the year. She recommended hiring a 3<sup>rd</sup> party to do the work.

**Willow Street** – The Board discussed issues related to the Willow Street property. D. Cutler raised concern over the tree line between the two properties. B. Stein suggested that the board take down about 10 trees. The cost may be about \$5,000. The location and ownership of the fence were discussed. Mr. Cutler and the Board discussed sharing the cost of tree removal. The Board also discussed having a survey completed relative to this matter. A. Nickas noted that a survey must be completed. B. Stein suggested a local surveyor and a rough estimate of \$1,500. K. Cheetham asked if running the costs of this project were something that the property management company could do. They may have similar issues with other properties.

B. Lawrence asked if there was a public process. If the HDC just takes down trees, the perception of their organization may be impacted. A. Mente asked if the trees could be marked with yellow tape like the other ones in town.

The Board members wanted to revisit the minutes from the previous meeting to determine what Mr. Cutter agreed to. Also, they would like to formally get a few quotes and estimates in writing prior to any decisions.

B. Stein agreed to contact Mr. Cutler to confirm the goals. He will ask about a survey and the cost sharing.

**Warrant for Bills** – K. Cheetham read the HDC 1503 warrant for outstanding bills to be paid. The total was \$1,890.49. It includes payments for National Grid and Salem Five.

**ACTION:** R. Mitchell made a motion to approve the warrant as read. D. Carey seconded. All voted in favor.

**Adjourn** – R. Mitchell made a motion to adjourn, D. Carey seconded. All voted in favor.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_

Brian Stein, President